

EFFECTIVE DATE: November 15, 1984

REVISION DATES: _____

SUBJECT: City Documents Depository: San Antonio Public Library

1. Purpose

This Administrative Directive establishes a policy which requires that all City departments deposit certain appropriate documents in the San Antonio Public Library for reference use, and outlines the procedures to be followed when assigning copies of documents to the Library.

2. Responsibility

The Public Library is responsible for the collection, cataloging, and retrieval of published City documents for present and future use by the public and City staff. While the Information Resources Department shall continue to be principally responsible for automated data retrieval, they will furnish the Library with a list of electronically stored documents available for public query. All City Departments will be responsible for depositing at least three copies of their documents (as defined in Paragraph 3) with the Library.

Responsibility for collecting weekly City Council packets from the City Manager's Agenda Coordinator will rest with the Public Library's Municipal Reference Manager.

3. Definitions

"Documents" shall be defined as material published at the direction of any City agency which are intended for public distribution or access. Such material would include City Council packets, annual reports, statistical analyses, demographic projections, health and vital statistics reports, consultant studies, agency rules and regulations, magazines, newsletters, transportation studies, cultural profiles, crime reports, public information brochures, etc.

Examples of documents not to be included would be: correspondence, contracts, interoffice memoranda, routine forms, and personnel data.

4. Procedures

- A. Each department shall assign a staff member to be responsible for delivering to the Library (or routing through "Bin Mail") three copies of appropriate documents. These documents are to be clearly labeled "Main Library, 203 S. St. Mary's St., Attention: Manager, Municipal Reference Library."
- B. Each document should include the name and telephone number of a department staff member qualified to answer questions about the material.


ADMINISTRATIVE DIRECTIVE NO. 6.13

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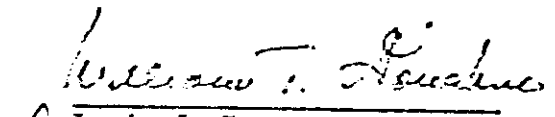
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- C. Documents are to be received by the Library within one week of publication by the department, or within one week after approval by City Council, etc.
- D. In the event that a document is revised or updated, the Library shall be furnished with a copy of the changes.



Irwin Sexton
Library Director



for Louis J. Fox
City Manager